

BRYAN BUILDING SAFETY NOTES

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West Entrance Doors

The doors at the main entrance (West) continue to be a problem during high winds.

Different things have been tried in the past:

- Leaving them alone (which causes extreme stress on the door and makes it difficult to enter and open the inside doors).
- Locking the sliding doors to the open position which allows people to enter but it is extremely difficult to open the inside doors.
- Locking the sliding doors to the closed position and putting a sign on the doors to let people know they have to use the entrances on the East and South sides of the building

None of the methods work very well. Buildings and Grounds has made the decision to lock the sliding doors in the closed position and post signs on the doors to let people know they have to use the East and South entrances.

While this creates a hardship for the public who visit PEBP (many of whom are retirees/seniors who have difficulty walking) and is an inconvenience to employees, it is considered the safest way to deal with the problem. It is very dangerous for people entering the building if the doors are not secured.

The inner doors slam shut and there have been many close calls with people almost getting their hands and/or appendages caught in the doors.

The sliding doors will still open for an emergency exit by pushing on the crash bar. Exiting by these should only be done in the event of an actual emergency.

Until the state's budget woes take an upward swing, it is doubtful that there will be funds to build a wind-break in front of the building any time soon. So until then, the sliding doors will be closed during extreme windy conditions.

Floor Mats

The Bryan Building Safety Committee discussed the problem with the floor mats in the West and East entrances of the Bryan Building. There have been numerous complaints that the mats bunch up and can cause a tripping hazard.

The committee has concurred with Buildings and Grounds that the floor mats cannot be removed. That would create a greater hazard during times of rain or snow.

Several suggestions were mentioned, but the committee decided that all employees and visitors should use common sense when they encounter bunched up mats. People need to be alert and straighten out the mats if they notice they are not laying flat.

Hopefully, this will be the last time this topic will need to be addressed.

Don't Be a 'Fall Guy'

Falls hurt—and worse: They can disable or kill. Falling injuries occur in every industry, but they can be prevented or reduced in severity by the worker who is alert. Remember, falls will cost not only your company, but you and your family. They can cost you pain, time spent at the doctor, enjoyment that you might have had on your time off, lost income when you are out of work, loss of mobility, and the ability to do the tasks you usually do around the house. And, perhaps worst of all, people don't always recover 100 percent from falls. Permanent pain spots and reinjury points can be created.

Slippery surfaces, poor lighting, obstacles, having your vision obscured when carrying packages and other factors can all cause falls. Be aware when hazards exist, report those which can be corrected, and take steps to reduce your own likelihood of falling down on the job. Some of these are:

- **Staying flexible.** Those who are not limber usually have a higher center of gravity and are toppled more easily than the supple individual. Daily stretching helps.
- **Staying straight.** The use of drugs, alcohol, even some prescribed or over-the-counter medications can alter your perception and throw off your sense of balance. Make it a point to find out any side effects of medicine you are taking.
- **Wearing the right shoes.** Be sure that your shoes give you proper support, are the right size, don't have heels that will catch on the stair treads, and don't have slippery soles.
- **Wearing the right glasses.** Make sure your vision is corrected and, if necessary, wear the glasses that will help you see danger. But realize, too, that glasses may cut off some peripheral vision and that stairways and ladders can be risky for individuals wearing bifocals.

Not only can you prevent falls, but you should be prepared to reduce the impact of falls that *do* occur. Decide now to walk around in an alert, balanced state, watching where you are going and ready to catch yourself quickly should you begin to slip. Here are some "safe falling" techniques to consider:

- **Your head is a heavy body part.** Don't tilt your head back as you walk up stairs, throwing off your balance. Look up with your eyes only. If you work at a height and find yourself falling, don't look down with your head either, because that will propel you forward.
- **Gripping a nearby railing may help.** Use your thumb, along with the little finger and the ring finger to grip. The little and ring fingers actually have more gripping strength than the index and middle fingers.
- **When falling, defend the vital areas.** It's better to have soft tissue damage than severe breaks. The head is vulnerable to serious injury and must be protected first of all. Protect it by tucking it to either collarbone. Next comes the spine and back, then the joints such as knees, wrists, shoulders, elbows, and ankles.
- **Disperse the force.** Spread the impact of the fall over as wide an area as possible. Don't break a fall with only your hands, for instance; use the insides of your forearms along with your hands.
- **Relax.** Athletes and stunt riders learn this important lesson early. Know how to reduce the force of impact: Yell and exhale when falling.

Exits



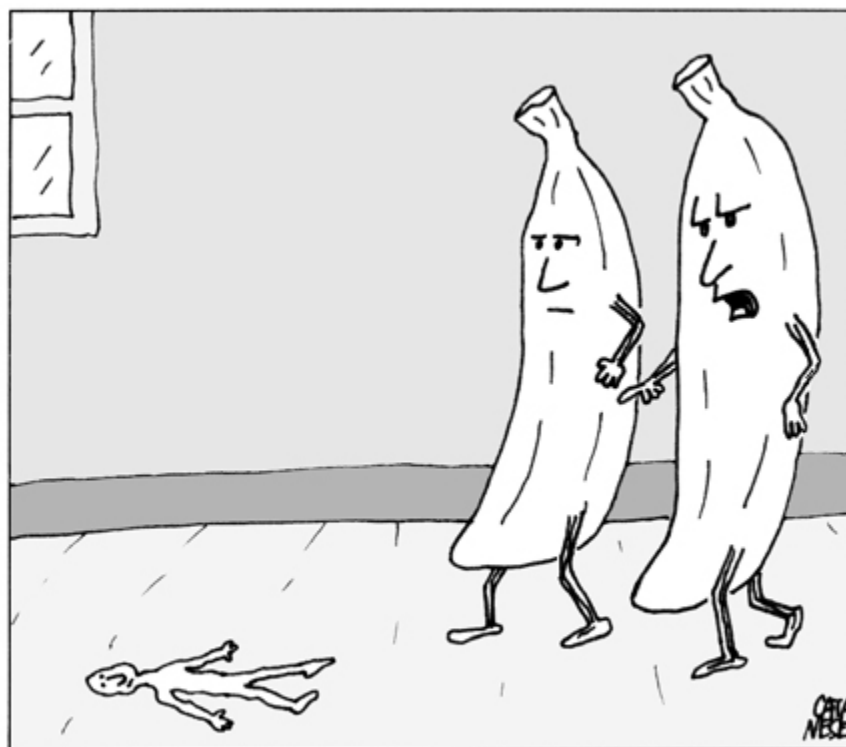
There have been problems with the crash bars on some of the doors in the Bryan Building. Sometimes the magnetic locks would not release.



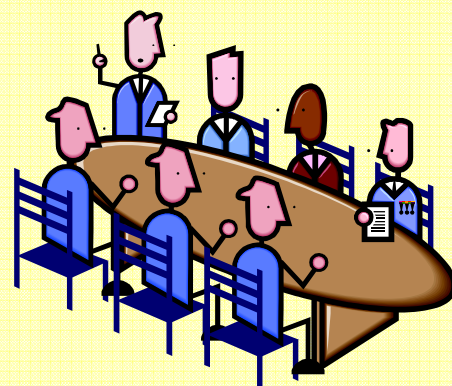
RFI Communications and Security Systems has been installing a safety feature at the doors that have magnetic overhead locks.

They are installing a green button along side of the door that says "push to exit".

This is an additional means of opening the door if the magnetic lock does not work, to ensure employees will be able to exit the building at all times.



"Whoa - watch your step, Ed."



The Bryan Building Safety Committee has had a new facelift. We have three new members:

- Carla Hitchcock—State Lands
- Suzie Hult—NDEP
- Melissa Marr—Water Resources

A big thank you to our outgoing members:

- Jim Lawrence—State Lands
- Dante Pistone—NDEP
- Mike Randall—Water Resources

Answers to Multiple-Choice Quiz on page 4:

1. c
2. b—remember, most falling accidents can be prevented by being careful and using common sense
3. c
4. a—the base of the ladder should be one-fourth the distance to the top of the wall you're climbing
5. c
6. a
7. b
8. a
9. c—always report any safety hazard as promptly as possible
10. b



Slips and Trips Quiz

HOW TO AVOID SLIPS AND FALLS 1200M

1

The number of people killed as a result of falling each year is:

- a. Less than 10
- b. Less than 1,000
- c. More than 10,000

2

The most common cause of falling accidents is:

- a. Poorly designed stairways
- b. Carelessness and failure to pay attention
- c. Items left in hallways that create a tripping hazard

3

When selecting a ladder, look for:

- a. One that is equipped correctly, with no broken or missing parts
- b. One that is the right height and capacity for the job
- c. Both "a" and "b"

4

When using an extension ladder, the "4 to 1" rule refers to:

- a. The height of the wall, relative to the distance the base of the ladder should be from the wall
- b. The number of workers on the ground, relative to the number on the ladder
- c. The number of unbroken rungs relative to the number that are broken

5

When should you NOT use a metal ladder?

- a. When working near power lines, because it might conduct electricity
- b. When a part of the ladder is bent or broken, because it may be unsafe
- c. Both "a" and "b"

6

A good rule for stairway safety is:

- a. Don't carry objects on stairs if they block your vision
- b. Try to avoid using stairways; use the elevator instead
- c. Run up and down stairs one step at a time, never two

7

How does "good housekeeping" relate to preventing falls?

- a. There is no relationship
- b. Keeping things in their proper place helps minimize tripping hazards
- c. The cleaning crew needs to work safely and set a good example

8

Many accidents on slippery surfaces can be prevented by:

- a. Wearing the proper type of footwear, such as antiskid soles
- b. Learning to slide while keeping your balance
- c. Cleaning and waxing floors less frequently, or not at all

9

If you notice an obvious tripping hazard, what is the best response?

- a. Do nothing—it's not your job
- b. Do nothing—if it's that obvious, someone else has already reported it, so why waste the time?
- c. Report it to a supervisor immediately

10

If you experience a falling accident:

- a. Ignore it unless there is an obvious injury or severe pain
- b. Get medical attention if there is even a slight possibility that you have been injured
- c. Summon emergency assistance by dialing 911

See answers to quiz on page 3

Little trips cause

COMPLIANCE
PLUS+

BIG FALLS

Accidents don't
have to happen.

**You can prevent falls
if you follow a few
safety tips:**

- Put things away when they're not being used
- Close file drawers securely
- Keep aisles clear
- Remove tangled wires from walk areas
- Watch where you're going.



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